

POSITION TITLE: TECHNICAL WRITER II -
Parole

DEPARTMENT: Parole Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 051095

Performs advanced technical writing work. Work involves coordinating the composition, organization, and editing of compiled information. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

- A. Composes, reviews, and edits technical documents, materials, and reports; and assists with the development of internal agency procedures.
- B. Assists with preparing and refining material for publications, speeches, and presentations; and reviews, prepares, and edits prepared material and illustrations.
- C. Consults with subject matter experts (SME) and agency staff in the development of formats, graphics, and the layout of publications; and organizes and coordinates the composition of material and drafting of forms, ensuring suitability for publication and distribution.
- D. Maintains custodianship of agency policies and operating procedures for internal audit and open records requests purposes.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: TECHNICAL WRITER II -
 Parole

SALARY GROUP: B20

DEPARTMENT: Parole Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United State Department of Education (USDE). Major course work in English, Communications, Journalism, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical, research, or policy and procedure writing experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of techniques and methods of planning, organizing, and writing various types of material.
2. Knowledge of technical writing methods and procedures.
3. Knowledge of business terminology, spelling, punctuation, and grammar.
4. Knowledge of graphics design methods and techniques preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to research, compose, review, illustrate, and edit technical documents, materials, and reports.

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Page 3 of 3

11. Skill in technical writing design, presentation, and document formatting techniques.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to conduct research utilizing a variety of resources.
14. Skill in the electronic transmission of communications.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
16. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.